



N TARGET

With the Iowa DNR Records Program

February 2009

The Records Center staff strives to serve both the public and DNR staff by managing the Department's Records efficiently and with a high degree of integrity. For more information; Contact Leslie Leager at 515-281-4790 or leslie.leager@dnr.iowa.gov

E-Mail Management

E-MAIL MANAGEMENT

- E-mail is a record to be kept as long as the project files consistent with the retention schedule.
- E-mail should be read and then acted upon:
 - ⇒ Delete it.
 - ⇒ Print it.
 - ⇒ Move it to an e-mail folder.
- You are responsible for the e-mail keep it based on the retention schedule:
 - ⇒ If you are the author.
 - ⇒ If it was sent to you from outside the DNR.
 - ⇒ If it was sent to multiple people, but you are the main contact person for the project.
 - ⇒ If you are asked to act upon the e-mail.
- E-mail can be deleted if it is a non-official message or lunch arrangements or if it is an e-mail you are copied on for informational purposes only that you don't need to act on.

Boxes Sent Off-Site

Inactive documents that must be retained longer than a year according to their retention schedules are stored off site at the State Records Center.

Total number of boxes sent off-site: 66

Open Records Requests

The Records Center facilitates the public and staff's ability to access open records by maintaining a reception counter for immediate retrieval of documents, along with taking requests by phone, e-mail and fax.

- **Staff File Requests:** 518
- **Public File Requests:** 150

The three (3) most requested files types are:

- Leaking Underground Storage Tanks (LUST)
- Hunter Education Certificates
- Storm Water Permits

New Files Generated

The Records Center currently manages 90+ retention series (active files) for program areas.

Number of files created: 95

Types of files created:

- Commission Minutes
- Federal & State Programs & Projects
- State Issued Contracts & Agreements
- Non-Point Source, Sec. 319
- Agricultural Operations Permits (Wastewater)
- Wastewater Facility (Sewage)
- Flood Plains
- Storm Water
- Leaking Underground Storage Tanks (LUST)
- Underground Storage Tanks (UST)
- Completed Investigations



Electronic Records

Listed below are Program Areas that have made their Records available online.

- **SWAP (Solid Waste Alternative Program)**
1,648 pages scanned for a total of 51,482 images online.
Website: <http://programs.iowadnr.gov/swap/ContractSearch.aspx>
- **Solid Waste**
23,572 pages scanned for a total of 642,887 images online.
Website: <http://www.iowadnr.com/waste/sw/>
- **Contaminated Sites**
9,364 pages scanned for a total of 635,630 images online.
Website: <http://programs.iowadnr.gov/contaminatedsites/pages/search.aspx>
- **Air Quality**
5,183 pages scanned, with more than 1 Million plus images are posted online.



Water Supply

Water Supply Records Center manages active and inactive files for program areas that are located at 401 SW 7th Street in Des Moines:

- **Number of files created:** 25
- **Number of documents filed:** 2,400

Air Quality

Air Quality Records Center manages active and inactive files for program areas that are located at 7900 Hickman Road in Urbandale.

- **Public File Requests:** 11
- **Staff File Requests:** 121
- **Number of (new/modified) files created:** 24



Electronic Inventories

Soon, a comprehensive electronic inventory will be available of all files (paper, film, fiche) that are managed by the Records Center. Some of those inventories are complete and available electronically.

List of Complete Inventories

- ADM 1-1-1 Commission Meeting Minutes
- CON 3-4-1-3 Flood Insurance Correspondence (County & City)
- CON 11-3-2 Agricultural Wastewater Operation Permits
- CON 11-4-1 Wastewater Sewage Facility Files
- CON 11-32 Non-Point Source
- CON 11-34 Storm Water
- CON 12-1-1 Solid Waste, SDP (Sanitary Disposal)
- CON 12-2-3 Spills
- CON 12-7-1 Underground Storage Tanks (UST) **(New)**
- CON 12-7-5 Leaking Underground Storage Tanks (LUST)
- CON 12-15 Contaminated Sites
- CON 12-17-11 Solid Waste Alternatives Program (SWAP)



DID YOU KNOW? Staff may access these inventories by visiting the Records Center Front Desk Computer.